



Instructions for Graduation Application

*Please use black or blue ink only
Please type or print legibly*

1. Please **read** the graduation requirements for your degree/certificate in the catalog.
2. Complete the attached graduation application ***by the deadline*** * according to the semester for which you are applying to graduate. Make sure the following are completed:
 - The semester for which you are applying
 - The type of degree or certificate
 - Your signature
 - Satisfaction of computer competency requirement

Note: TYPE OR PRINT YOUR LEGAL NAME AS YOU WISH IT TO APPEAR ON YOUR DIPLOMA

3. The attached graduation survey **MUST** be completed and submitted with the graduation application.
4. Take these forms to the Enrollment Services Center for review and signatures.
5. Then take these forms to the Cashier's Office (on the Ocala, Levy or Citrus campus) to pay the one time, non-refundable \$35 graduation fee. This fee includes payment for the processing of your graduation application, as well as your cap and gown.
6. A.A. degree seeking students who wish to file a petition for a CLAS exemption must complete the CLAS exemption form and include it with their graduation application.
7. Keep a copy of your payment receipt.

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Your application will then be routed to the appropriate program advisor for a graduation certification. This final graduation check does not reflect the coursework for students who are taking courses during the current semester (waiting for final grades). If the advisor can certify that you have met all requirements, your application package will be sent to the Office of Admissions and Records for final certification.

**If there is any question about your eligibility to graduate, you will receive a phone call requiring you to make an appointment with the appropriate program advisor to resolve any questions, concerns or problems.**

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8. You will receive a letter of confirmation from the Office of Admissions and Records confirming the receipt of your application and providing detailed information about the graduation ceremony. Present the confirmation letter and the payment receipt to the personnel in the bookstore when picking up your cap and gown.

*** PLEASE NOTE:** CFCC does not conduct summer graduation ceremonies. Students eligible for summer graduation may choose to march in the prior (spring) ceremony or next (fall) ceremony. Students who choose to march in the prior (spring) ceremony must submit their (summer) graduation application and pay the fee by the spring semester deadline. Names of summer graduates will be printed in the spring commencement program if the application is received by the spring deadline. All other summer graduates will be printed in the fall commencement program.



APPLICATION FOR GRADUATION



INSTRUCTIONS: PLEASE USE BLACK OR BLUE INK ONLY. PLEASE TYPE OR PRINT CLEARLY AND LEGIBLY.

Graduation Application Submitted for:

FALL (December)

Participating in Ceremony: Yes No

SPRING (May)

Participating in Ceremony: Yes No

SUMMER (August)

Participating in Ceremony: Spring Fall Neither

TYPE OF DEGREE OR CERTIFICATE

AA: _____
Program of Study Code

AS: _____
Program of Study Code

Certificate: _____
Program of Study Code

ATD: _____
Program of Study Code

TYPE OR PRINT YOUR LEGAL NAME AS YOU WISH IT TO APPEAR ON YOUR DIPLOMA

Name: _____
First Middle Last

CFCC ID#: _____ **Telephone number:** _____

Mailing address: _____

City: _____ **State:** _____ **Zip code:** _____

Are you a member of **Phi Theta Kappa**? Yes No

I certify that the above information is correct. I have read the "Graduation" section of the CFCC college catalog and I am aware of my responsibilities, including those related to the CLAS requirement. I understand that I must submit my Application for Graduation and pay the one time \$35 fee before the published deadline. Also, I understand that if I am not eligible to graduate in the semester for which I applied, then I must submit a new application at no charge for the term in which I will complete my requirements.

Student's Signature

Date

For Enrollment Services Office Use Only

Reapplying: Yes No If yes when: _____

CLAST (AA degrees only): Provided Information

Computer Competency (AA degrees only): Provided Information

Enrollment Services Staff: _____

High School Transcripts: Yes No N/A

College Transcripts: Yes No N/A

Holds: Yes No _____

Date: _____

For Cashier Use Only

Receipt #: _____

Cashier: _____

Date: _____